

Recognizing and Managing Stress

Symptoms of Stress

Learning to recognize the symptoms of stress is the first step in effectively managing stress.

Some signals that will alert you to excessive stress include:

- Difficulty sleeping
- Decreased satisfaction with tasks
- Constant feeling of urgency
- Tension headaches, backaches, stomach aches or other physical discomforts

Make the Call!

USPS Employee Assistance Program

1-800-327-4968

(1-800-EAP-4-YOU) TTY: 1-877-492-7341
www.EAP4YOU.com

Stress is a physical or mental reaction to demanding situations. A certain amount of daily stress is normal and necessary. However, ongoing or excessive stress, either positive or negative, can result in fatigue, burnout, and even depression. Identified here are some of the symptoms of stress and some tips to help you manage the stress in your life.

Managing Stress

A number of techniques can assist you in reducing stress. We recommend that you experiment with the following methods and use those that are most effective for you:

- **Take care of yourself.** Eating healthy foods and getting enough rest will help you maintain your body's resistance to the physical symptoms of stress.
- **Manage your time.** Take charge of your day by scheduling your time and focusing on your goals. Create a list of tasks to accomplish. Be sure to cross items off your list as they are completed.
- **Identify the messages you give yourself.** Focus on what you can do rather than your limitations. Be positive.
- **Try deep muscle relaxation.** Start by tensing your shoulders for about 10 seconds. Slowly release the tension and you will begin to feel your muscles relax. Try this exercise for all your major muscle areas.
- **Make time for fun.** Take a break from your normal routine during the day to ease tension. Physical exercise or just a change of scenery, such as an evening at the movies, can help you relax.

Resources Are Available

Additional information, self-help tools, and other resources are available online at www.EAP4YOU.com. Or call 24/7 to speak to an EAP professional.

This material was developed exclusively at private expense by Magellan Health Services, Inc. and its subsidiaries, subcontractors, or vendors and constitutes limited rights data/restricted special works consistent with the provisions of Clauses 8-10 and 8-16 of the USPS Supplying Principles and Practices. Use of this material is authorized in connection with EAP services provided by Magellan Behavioral Health under contract no. 2APSER-07-B-0025 and conveys no additional rights beyond those noted here. Upon termination or expiration of the contract, the Postal Service will, as requested by Magellan Behavioral Health, return or destroy all such materials.